

FUNCTIONS

FORMS
MGMTCORRESP.
MGMTREPORTS
MGMT

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1. Recruitment
2. Appointment
 - a. Transfer from other agency
 - b. Direct
 - c. Excepted appointment
 - d. Detail
 - e. Consultants & experts
3. Reassignment (Hdq.)
 - a. Transfers
 - b. Career designations
 - c. Details
4. Promotions a. Grade b. Within grade
5. Demotions
6. Suspensions
7. Reassignment (to field)
8. Separation
 - a. Resignation
 - b. Transfer to other agency
 - c. Firings
 - d. Retirement
9. Return to duty
10. Grievances & complaints
11. Fitness reporting
12. Pay administration
13. Incentive, honor, & longevity awards.
14. Time and attendance
15. Leave administration
16. Military deferment
17. Insurance & hospitalization
18. Claims (damages, injury, disability, etc)
19. Employee Services
20. Personnel Records & Reports

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